



Job Announcement

Position: PERS Benefit Analyst I
Department: Survivor and Disability Retirement Division
Annual Salary: \$32,191.48

Survivor and Disability Retirement – The Survivor and Disability Retirement Division processes survivor and disability retirement applications and benefit estimates, performs member account analyses, prepared detailed service credit history reports, and is responsible for offering members a personal contact with PERS. Upon receipt of an application for disability or survivor retirement benefits in the PERS office, or whenever a member visits our office about their retirement benefits, he/she is assigned a case manager who will manage his/her claim and help them navigate through the entire disability or survivor benefit process. Members can then contact their case manager directly if they have questions. Once the case manager is assigned, the member's account is audited to confirm that the correct amount of service is awarded. The goal of this division is to identify all types of service credit and benefits each member is entitled to receive, inform the member of our findings, and provide the member with estimates so that each member has everything needed to make the best decisions concerning retirement.

The Survivor and Disability Retirement Division facilitates Medical Board review of disability claims, schedules evaluations, re-evaluations, or testing as directed by the Medical Board, and facilitates Disability Appeals Hearings. This division also monitors disability retirees for continued eligibility for disability retirement benefits through periodic re-examinations and monitors earnings of disability retirees by auditing tax returns.

Duties of Benefit Analyst I:

- Assist members, family members or beneficiaries in person, via telephone or email, from all systems administered by PERS, such as Highway Patrol, legislators, and municipal employees. Be familiar with statutory provisions, rules and regulations governing benefits available under each system and keep up with changes in the laws affecting benefits of all systems.
- Able to respond professionally and appropriately with awareness that PERS members have a diverse level of knowledge about PERS, finances, and retirement in general.
- Researches, compiles, analyzes and interprets important detailed, often complex employment and wage contribution records for determination of service credit eligibility and calculation of benefit amounts. Maintains regular contact with persons in other departments or other agencies to coordinate claims processing requirements, to resolve problems, to furnish or obtain information, and to explain retirement benefit rules and regulations.
- Calculates benefit payment amounts, projecting wages and service credits for future retirees being processed to the retiree payroll.
- Audits and reconciles member wage and contribution reporting for all periods of employment of each member as captured in the computer data base. Reviews the benefit payment amounts, projecting wages and service credits for future retirees being processed to retiree payroll by lower Benefit Analysts.
- Compose letters to members and employers in MS Word using appropriate format, word choice, grammar, and punctuation.
- Prepare cases for the Medical Board and Disability Appeals Committee Meetings
- Performs other duties as assigned

Education and Experience Requirements: This position requires a Master's Degree from an accredited four-year college or university and three (3) years of experience in work related to the described duties. OR A Bachelor's Degree from an accredited four year college or university and four (4) years' experience in work related to the described duties. The preferred candidates will have work experience using Microsoft Office software, especially Word and Excel, and experience in benefits administration.

In addition the preferred candidates should demonstrate a sense of responsibility and commitment to the public through statements and actions; communicate effectively; have the ability to work through adversity and hold others accountable for work actions; reinforces team efforts and positive behaviors; monitor workloads and provides feedback; exercises good judgment; makes sound, well informed decisions; plans effectively to achieve or exceed goals; sets and meets deadlines. Interested PERS employees should submit an application via the MS State Personnel Board online application system on or before Tuesday, January 17, 2017. <http://www.mspb.ms.gov/>